

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**OFFICE OF HUMAN RESOURCES ADMINISTRATION**

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| <b>ANNOUNCEMENT NO:</b> CFSA-06-R016      | <b>POSITION:</b> Executive Assistant<br>DS-301-13              |
| <b>OPENING DATE:</b> 10-11-05             | <b>CLOSING DATE:</b> OUF                                       |
| <b>IF "OPEN UNTIL FILLED"</b>             | <b>SALARY RANGE:</b> \$57,550 - \$74,159 PA                    |
| <b>FIRST SCREENING DATE:</b> 10-21-05     |  |
| <hr style="width: 50%; margin-left: 0;"/> |  |
| <b>WORK SITE:</b> WASHINGTON, D.C.        | <b>TOUR OF DUTY:</b> 8:15 A.M. TO 4:45 P.M.<br>Monday – Friday |
| <b>PROMOTION POTENTIAL:</b> NONE          | <b>AREA OF CONSIDERATION:</b> UNLIMITED                        |
|   | <b>NO. OF VACANCIES:</b> ONE                                   |

**AGENCY:** Child and Family Services Agency (CFSA), ODDLM

**DURATION OF APPOINTMENT:** | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years  
| | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| ☒ | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

**BRIEF DESCRIPTION OF DUTIES:**

Works as an Executive Assistant to the Deputy Director for Licensing and Monitoring, Office of the Licensing and Monitoring (ODDLM), Office of the Director, Child and Family Services Agency (CFSA), responsible for assisting the Deputy Director by representing ODDLM within and outside of the agency; conducting program analyses, policy studies, and research projects; coordinating ODDLM tasks with other CFSA administrations; and preparing reports and correspondence.

Provides both professional social work and administrative assistance to the Deputy Director, serving as a liaison between the Deputy Director, the Licensing and Monitoring Administration (LMA) and program staff personnel; Establishes internal deadlines for OLM and tracks submission of information from its various divisions; Advises the Deputy Director of pending work and progress on major assignments. Follow-up on tasks assigned to ODDLM staff as directed by the Deputy Director, ensure operations support accomplishment of ODDLM goals, objectives and implementation plans; Represents the ODDLM at regular internal and external meetings and serves as liaison for the Deputy Director with government and private officials, providing social work and administrative support on key issues; In her absence, represents the Deputy Director at other meetings as requested; Coordinates the work of ODDLM with other CFSA offices and administrations on behalf of special events and meetings as assigned. This person will independently prepare correspondence and reports for the Deputy Director on ODDLM related issues as appropriate, coordinate with the Deputy Director's administrative support staff as needed, ensure requests for appointments, information, and assistance from both local and federal officials, receives appropriate and timely responses on issues concerning ODDLM programs; Organizes and develops administrative procedures to improve the timely submission of CFSA staff assignments to the Deputy Director; Conducts special projects for the ODDLM, especially those involving planning and resource development; Drafts and presents recommendation and/ or conclusions to the Deputy Director; Conducts comprehensive studies and analyzes existing policies, programs, plans, organizations, systems, procedures, staffing and budget to identify issues which impact the administration and operation of the District's child welfare system; Disseminates information to appropriate CFSA representatives; Provides social work and administrative support to the Deputy Director on issues related to ODDLM's role on various functional teams; follows up recommendations and provides information to the community and affected government and private agencies as directed by the Deputy Director. In the absence of the Deputy Director's secretary, responds to requests for appointments with the Deputy Director from agency staff, coordinates special meetings or events as assigned and performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Knowledge of the mission, programs, and functions of the OLM; Sufficient to independently develop material, i.e., reports, analyses and memos; Represent ODDLM and work with other staff, partners, stake holders, and citizens; Thorough knowledge of CFSA's mission, goals, objectives, regulations, administrative policies, procedures, program operations and its business initiatives with contractors; General knowledge of Federal, state and local statutes and regulations governing child welfare and the licensing of facilities and foster parents; Knowledge of management principles, methodologies and techniques sufficient to independently conduct research, analyze, and synthesize data to draw conclusions and make recommendations for solutions or alternative courses of action; Understanding of organizational development and change; Excellent interpersonal communication and teamwork skills that enable effective interaction with both public officials and assorted community constituencies; Sound judgment and sensitivity to confidential information; Excellent writing skills including the ability to develop and present options along with provide justifications for assorted audiences; Must have time and task management skills represented by extensive background along with work experience which required completion of multiple concurrent tasks; Demonstration of fact-finding, analysis and problem solving abilities to identify problems and recommend solutions to complex or novel issues for which regular studies and established management techniques are often inadequate; General knowledge of Microsoft Office applications for Windows.

Social Work or other professional licensure highly desirable.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of Federal, state, and local statutes and regulations governing child welfare.
2. Effective time management skills, represented by background and work experience that required handling of multiple tasks concurrently.
3. Demonstration of capacity to independently conduct research, analyze, and synthesize data to draw conclusions and make recommendations for solutions or alternative courses of action.
4. Experience convening and/ or serving on cross-agency teams for devising and implementing solutions to organizational problems.
5. Demonstration of effective verbal skills, including presentation skills and written communication for varied audiences and purposes.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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| <b><u>TO APPLY:</u></b> | <b><u>MAIL TO:</u></b> Child and Family Services Agency<br>Office of the Deputy Director for<br>Human Resources<br>400 6 <sup>th</sup> Street, SW<br>Washington, DC 20024 | <b><u>WALK-INS:</u></b> 955 L'Enfant Plaza, 5 <sup>th</sup> Floor<br>Washington, D.C. 20024 |
|                         | <b><u>FAX TO:</u></b> (202) 727-5750  | <b><u>WEB SITE:</u></b> <a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a>                |
|                         | <b><u>EMAIL TO:</u></b> <a href="mailto:cf saj obs@dc.gov">cf saj obs@dc.gov</a>  | <b><u>TELEPHONE:</u></b> (202) 724-7373   |

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES ADMINISTRATION

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